



DEPARTMENT OF THE ARMY
Headquarters, 5th Brigade, 4th Region (ROTC)
2421 Dickman Road, Suite 80
Fort Sam Houston, Texas 78234-5080

ATOD-E

13 September 2002

MEMORANDUM FOR All Apache Brigade Personnel

SUBJECT: Brigade Policy Memorandum 8 – Cadet Actions

1. Reference: Draft Cadet Command Pam 145-4, Appendix B – Approval Authority Matrix, 15 August 2001.

2. The purpose of this policy is to modify the Approval Authority Matrix cited above for processing cadet actions. Apache Brigade battalions will submit cadet actions that the PMS can not independently approve through the brigade headquarters (see enclosure). Those actions, which go directly to Cadet Command because of CCIMS such as scholarship applications are exempt. Effectively immediately, the following cadet actions will be processed through this headquarters:

- a. Accession packets.
- b. Civil conviction waivers not at the approval level of the PMS.
- c. Requests for exception to policy.
- d. Disenrollment board actions.
- e. Waiver of rights disenrollments.
- f. Change of major for scholarship nurse cadets.

3. Medical waivers that are being submitted for reconsideration following an initial submission through brigade are to be submitted directly to Cadet Command.

4. I will use the “whole cadet” concept when considering a PMS’s waiver request. PMS should provide sufficient details, e.g., criminal records check, court records, completion of community service, etc. of any incidents associated with the waiver request, as well as enough information on the cadet, e.g., 104-R, 139-R, APFT, Ht/Wt data to include body fat worksheet if applicable, 597/597-3, transcripts, DD 214 for prior service, to give me a good mental picture of his/her quality and potential to serve as an officer. Requests involving the following incidents will receive

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my closest scrutiny: civil convictions that have occurred after contracting, DUI/drug use for prior service cadets, domestic violence, larceny, bigamy, dishonesty and sexual offenses.

5. My intent is not to add bureaucratic inefficiency to the process, but to ensure there is quality control and chain of command involvement in the pursuit of the scholar, athlete, leader. This procedure will ensure that we adhere to the Commanding General's intent for enrolling, retaining and commissioning quality cadets. PMSs must ensure that everyone involved in cadet actions understands and adheres to this policy.



Encl
as

DAVID A. AHRENS
COL, FA
Commanding

CF:
5th Bde Battalion Commanders
Fourth Region HQ, ATOD-ZB

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Enclosure

APACHE BDE APPROVAL AUTHORITY/FLOW OF CADET ACTIONS				
AS OF 13 SEP 02				
TYPE OF CADET ACTION	Bn	Bn to Bde	Bde thru Reg to CC	Bde to CC
Age Waivers Nonscholarship thru 32	X			
Immigrant Alien Participation	X			
Non-immigrant Alien Participation		X		X
Civil Conviction-Minor traffic/non-traffic	X			
Civil Conviction - Misdemeanors		X		X
Civil Conviction Waivers-Others (See AR 145-1, 3-3e)		X		X
Civil Conviction - DWI/DUI or Drug Related Offenses		X	X	
Self Admitted Use of Drugs, etc. -		X		X
Reenlistment (RE) Codes -		X		X
Reenrollment		X		X
Dependency Waivers		X		X
Other Waivers/Exceptions to Policy		X		X
Nonscholarship Nurse Change of Major	X			
Medical Waivers/Retention		X		X
All Disenrollment Boards		X		X
Scholarship Termination/Retention		X		X
Scholarship Waiver of Rights		X		X
Nonscholarship Waiver of Rights after NALC		X		X
Leave of Absence Pending Return	X			
Leave of Absence Pending Disenrollment		X		X
Probations - 1 - 3	X			
Probations - Greater than 3		X		